

CHIEF OF POLICE

DEFINITION

Under administrative direction, to plan, direct, manage and oversee the activities and operations of the Police Department, including patrol and investigations, public safety communications, public services and administration; to coordinate assigned activities with other City departments and outside agencies; to provide expert professional assistance to the City Council, City Manager and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is a department head classification with overall responsibility for the activities of the Police Department. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, assigns, directs, reviews and evaluates all Police Department services and activities, including patrol, investigations, public safety communications, public services and programs, and administration
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Police Department
- Directs the preparation and administration of the department budget
- Confers with and provides professional assistance to City staff members on Police Department matters
- Advises the City Manager and the City Council on a broad range of issues within areas of responsibility
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Confers with citizens and City officials on law enforcement problems; assists in the development of innovative law enforcement programs, policies and practices. Advises and assists subordinates in highly complex criminal and other investigations
- Ensures the development and implementation of effective crime prevention and educational programs
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes

- Directs the selection, evaluation and training and development of department staff
- Actively participates in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations
- Prepares a variety of correspondence and reports
- Attends and makes presentations at council, interagency, committee and other meetings and conferences
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff
- Performs law enforcement duties as required
- Acts on behalf of the City Manager in his/her absence as assigned
- Represents the City on boards and committees, in the community, and at professional meetings as required

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing Police Department activities
- Applicable federal, state and local laws, codes and ordinances
- Operational characteristics, services and activities of a comprehensive municipal law enforcement program
- Structure, functions and inter-relationships of state and local law enforcement agencies
- Up-to-date law enforcement procedures; firearms, automotive, radio and other law enforcement equipment
- Recent developments, current literature and sources of information related to police science and public safety
- Modern office practices and technology including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Safe work practices

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating activities of the Police Department
- Selecting, training, motivating and evaluating staff

- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Police Department activities
- Analyzing department support needs and ensuring prompt and efficient delivery of services, materials, and supplies
- Interpreting, analyzing, applying and enforcing federal, state and local laws, rules and regulations
- Providing administrative and professional leadership and direction for the Police Department
- Identifying and responding to community and City Council issues, concerns and needs
- Preparing clear, concise and accurate reports, correspondence and other written materials
- Planning and administering large and complex budgets; allocating limited resources in a cost-effective manner
- Reacting quickly and calmly in emergency situations
- Properly using firearms and other work-related equipment
- Making effective public presentations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in criminal justice, law enforcement, police science, public or business administration, or a related field (a Master's degree is desirable) AND ten (10) years of broad and extensive experience in all major phases of police work including at least four (4) years at the rank of Lieutenant or above.

LICENSES OR CERTIFICATES

Possession of:

- Valid California driver's license
- POST Management Certificate
- POST Advanced Certificate

PHYSICAL DEMANDS

Mobility to work in an office or field environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and/or field duties; lift light to moderately heavy weights. Requires the strength and stamina to perform law enforcement duties, including handling firearms and making arrests and the

ability to operate a motor vehicle. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone and/or radio.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.